

Minutes of the  
Mid-Wisconsin Federated Library System  
Board of Trustees Meeting  
Tuesday, March 25, 2014

The regular meeting of the MWFLS Board of Trustees was called to order at 6:01 p.m. at Mid-Wisconsin Federated Library System, 112 Clinton Street, Horicon, Wisconsin. Jane Colwin, Chair called the meeting to order.

ROLL CALL

MEMBERS PRESENT: Sarah Butts, Jane Colwin, Polly Edgar, Geri Feucht, Cindy Helt, Paul Marose, Gary Morgenstern, Dwayne Morris, Doug Rakowski, Ruth Schmitt, Sue Smith, William von Rohr, and Audrey Wolter.

MEMBERS ABSENT:

MEMBERS EXCUSED: Dan Stoffel

MWFLS STAFF: Sue Cantrell, System Director; Dustin Foust, Library System Services Technician, Jackie Jacak, Business Manager.

GUESTS PRESENT: Amy Becker, Patrick Busch, Peg Checkai, Heather Fischer, Candy Graulich, Alex Harvancik, Kevin Koellner, Donn Larson, Gerard Saylor, and Steven Westra.

MINUTES

Minutes stand approved as printed in the March 25, 2014 board packet.

FINANCIAL REPORTS

A motion was made by Edgar and seconded by Rakowski to approve payment of February Computer Checks in the amount of \$72,197.67 and Manual Checks in the amount of \$854.43 for a total of \$73,052.10. Motion carried by roll call vote, all in favor.

OPERATIONS REPORT

*Director's Report*

- Libraries are in the process of voting for a new name for the ILS. Currently there are two choices: SOAR (Sharing Our Awesome Resources) and Connect. March 31<sup>st</sup> is the deadline for library staff to vote. MWFLS Public Information Designer has already been working on logos for either choice.
- Cantrell has contracted with South Central Library System, Shawn Brommer, to manage the MWFLS youth services. Currently MWFLS does not have a youth services staff person. This is a mandated service. Brommer will put together youth services workshops and focus on such programs as early literacy. The cost will be \$2,500.00 per year. A mid-year adjusting entry will need to be made to accommodate this expense in the 2014 budget.

*Director's Council*

- No further information was reported.

### *IT Committee Report*

- The IT Committee met prior to the March board meeting.
- The committee discussed and reviewed separation of SHARE.
- The committee also reviewed a proposed amendment to the MWFLS Support Policy. The purpose of this amendment is to define what IT services MWFLS will support for the individual libraries. Foust noted by narrowing down the services it will allow the MWFLS IT staff to provide a higher quality of services to our member libraries.
- Per the IT Committees request, Foust will add detailed clarification to each bullet point.
- It was questioned, what services have been removed. The main service removed is PC support and installation of software.
- Morris questioned how this amendment will affect the services listed under critical, urgent, and routine? Will any services need to be removed from these areas? Foust noted several items will need to be removed from this area. Morris also questioned who determined what is critical, urgent and routine? The IT department determined what items would fall into those categories. Morris expressed that he would like library director input in regard to what should be listed under critical, urgent, or routine.
- Several board members questioned if there will be a financial impact to the libraries having to provide their own PC support. Cantrell felt there would be additional cost, but as discussed in a previous meeting they can use their grant funds to pay for third party tech services.
- It was noted, that Deep Freeze will need to be added to MWFLS managed services.
- Rakowski would like to see an acceptable agreement be made between the libraries and MWFLS as to what IT services should be supported by the system. He also reminded the board, that in the past, the libraries had to pay \$45.00 an hour for Jim Novy's technical assistance.

### UNFINISHED BUSINESS

#### *Update on the MWFLS/LLS Separation*

- Cantrell informed the board on how the separation process is going. She has been in contact with SirsiDynix to begin the separation process and start negotiating a new contract.
- Foust and Cantrell have run into some issues in regard to the migration process. The two methods of removing data are clone and extraction. The clone method will copy all data including the customizations made to the ILS. The second method extraction, will allow MWFLS to choose what data would migrate over. Cantrell is recommending doing the extraction method which will provide a cleaner database for MWFLS. However, this method will cost more.
- The other problematic issue that has come up is the contract with the delivery service. MWFLS contracted with Action Logistics for three years to do the intersystem delivery between MWFLS/LLS. This portion of the contract is \$10,000.00 per year. Cantrell would like to see MWFLS recover 50% of those costs from LLS.

#### *Creation of Strategic Plan Committee*

It was moved by Morris and seconded by Smith to bring the discussion of the Strategic Plan Committee back to the table. Motion carried by voice vote, all in favor.

It was moved by Morris and seconded by Rakowski to give Jane Colwin, Board President, the authority to appoint a strategic plan committee. Motion carried by voice vote, all in favor.

## NEW BUSINESS

### *Request to purchase MWFLS Land and Building*

- Larson, President of Matcon Designers and Manufacturers, presented the MWFLS board a proposal to buy the MWFLS property and building. He is looking to buy the land/property for future expansion of his business. John Deere has requested that Matcon's business be located in the Horicon area. The City of Horicon proposed to Matcon, that the MWFLS property may be available for purchase.
- Larson would purchase the property and building and then lease the building back to MWFLS. He thought MWFLS could remain in the building for a couple of years, which would allow the system time to look for a new office location. Foust felt it would take at least six months to move the fiber optics.
- Larson would like an answer by the April 29, 2014 board meeting. He needs to know rather quickly, for that will determine how he positions his business on the property across the street.
- Colwin conveyed that a joint Finance and Building and Grounds Committee meeting will need to take place as soon as possible to discuss the proposal. Cantrell will put out a doodle poll to set up a date. Prior to this meeting Matcon will need to provide MWFLS with what they will purchase the land/building for and what they will charge for rental of the office space.
- Edgar expressed concerns about moving the building during such a difficult time of changing the ILS system. She feels the timing is not good. She also expressed that finding a building that meets the needs of MWFLS is not easy.
- Morris feels we need to make it incredibly clear to the City of Horicon and Matcon what our needs are for a future location. They will need to understand we have contracts and infrastructure to deal with.

It was moved by Rakowski and seconded by von Rohr that the MWFLS Board of Trustees pursue the sale of the building to Matcon Designers and Manufacturers of Returnable Packaging. Motion carried by roll call vote, 12 ayes, 1 nay.

### *Member Libraries IT Services Policy*

It was moved by Morris and seconded by von Rohr that the MWFLS Board of Trustees accept the amendment to the Mid-Wisconsin Federated Library System Support Policy. Motion carried by voice vote, all in favor.

## ADOPT NEXT MEETING DATE & ADJOURNMENT

Colwin thanked Marose for serving on the MWFLS board.

Next regular meeting will be Tuesday, April 29, 2014 at 6:00p.m at Mid-Wisconsin Federated Library System, 112 Clinton Street, Horicon, Wisconsin.

It was moved by Rakowski and seconded by Morris to adjourn the meeting at 7:39.

Respectfully Submitted,  
Jackie Jacak, Recording Secretary